

UNITED STATES MARINE CORPS  
Headquarters, Marine Forces Pacific  
Camp H. M. Smith, HI 96861-5001

MARFORPACO P5112.1C  
1/PMB-8A  
12 JUN 1990

MARINE FORCES PACIFIC ORDER P5112.1C W/ed/

From: Commander  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

Ref: (a) DoD 4525.6M, Vols I and II  
(b) DoD 4525.8M  
(c) OPNAVINST 5112.6A  
(d) MCO P5110.4  
(e) MCO P5110.5B  
(f) MCO P5001.6A

Encl: (1) LOCATOR SHEET

Reports Required: I. Report of Postal Activity Reporting System  
(PARS) (MARFORPAC RS ZW5110-01) par.  
3004.4  
II. Report of Postal Losses and Offenses  
(MARFORPAC RS ZW5115-01) par. 3001.2

1. Purpose. To promulgate an SOP for postal affairs and mail handling for MARFORPAC and FMFPac commands per references (a) through (f).

2. Cancellation. FMFPacO P5112.1B.

3. Action. Commanders of MARFORPAC and FMFPac commands will review all aspects of postal affairs and mail handling procedures under their cognizance to ensure compliance with this Manual.

4. Summary of Revision. This Order contains a substantial number of changes and must be completely reviewed. Major elements of this revision are:

a. Changes to the official mail program includes total accountability of official mail, decentralization of all official postal metering equipment, rental fees, and contracts.

b. The requirement for each major command's postal officer within MARFORPAC/FMFPac to maintain a mail routing file listing all Marine Corps units assigned to their area of operation.

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c. Changes to the format on providing message requests for mail routing instructions on units deploying, assigned to the Unit Deployment Program (UDP), or embarked aboard ship.

d. A change to the structure of the personal/official mailing address for personnel assigned overseas.

e. Establishment of Dead Letter offices to handle intra-theater delivery service material and develop procedures for their proper disposition.

5. Recommendation. Recommendations concerning changes to this Manual are invited and should be provided to the COMMARFORPAC/CG FMFPac via the chain of command.

6. Records Disposition. Report retention period of two years is per paragraph 2700(1)(b), part II, chapter 2 of SECNAVINST P5212.1C.

  
R. A. GANGLE  
Chief of Staff

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## RECORD OF CHANGES

[illegible]

UNITED STATES MARINE CORPS  
Headquarters, Marine Forces Pacific  
Camp H. M. Smith, HI 96861-5001

MARFORPAC P5112.1C Ch 1  
1/pmB-8a  
30 Aug 1994

MARINE FORCES PACIFIC ORDER P5112.1C Ch 1

From: Commander  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

Encl: New page inserts to the basic Order

1. Purpose. To transmit new page inserts and direct pen and ink changes to the basic Order.

2. Action

a. Destroy pages 1 and 2, enclosure (1), pages iii and v of the basic Order and replace with the corresponding pages within the enclosure of this change.

b. Delete second sentence of paragraph 2301.1.

c. Destroy appendix A and replace with appendix A within the enclosure of this change.

3. Summary of Change

a. To change the "heading" and "title" to reflect the current status of this command.

b. To change the format by which all addresses must be written, in keeping with new Postal regulations.

4. Certification. Reviewed and approved this date.

  
R. A. GANGLE  
Chief of Staff

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this  
Manual.)

ENCLOSURE (1)  
Ch 1

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

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# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## INTRODUCTION

0001. GENERAL. The Military Postal Service (MPS) is an extension of the U.S. Postal Service (USPS). The guidelines set by MPS Agency (MPSA) are in strict compliance with the rules and regulations set by USPS and should be strictly adhered to. The security of the mails will be given the highest degree of protection at all times.

0002. MISSION. The primary mission of the MPS is to provide expeditious mail delivery and efficient mail service to personnel while in garrison or during deployment.

0003. MAIL DELIVERY. Expeditious mail delivery is the primary interest of the USPS and the MPS. However, it is within this area that problems continue to exist. The main causes of problems are the use of incorrect mailing addresses (garrison and deployment), the frequent turnover of organizational mail orderlies, and the failure of personnel to checkin/checkout with respective mail orderlies and/or serving post offices. Command representatives are urged to monitor their respective mail facilities in order to minimize these recurring conditions.

0004. COST AVOIDANCE OFFICIAL MAIL. The most significant changes in these instructions are those affecting official mail. Commanders will ensure that personnel responsible for processing official mail become familiar and comply with the procedures of this Manual for reducing the cost of official mail.

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Infantry Companies:	COMMANDING OFFICER (Grade, Full Name, SSN (opt)) A CO 1ST BN 2D MAR UNIT 82012 FPO AE 09503-9032
Shore Installations:	COMMANDING OFFICER (Grade, Full Name, SSN (OPT)) HQSVCBN MCB CAMP BUTLER UNIT 35002 FPO AP 96373-5002
Postal Service Center (PSC)	Grade Full Name (SSN opt) PSC XXX BOX XXX FPO AP XXXXX-XXXX



# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 1

### DEFINITIONS, RESPONSIBILITIES, AND GENERAL INFORMATION

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# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 1

### DEFINITIONS, RESPONSIBILITIES, AND GENERAL INFORMATION

1000. GENERAL. This chapter contains instructions for activities employing postage metering.

1. All installations/activities have completed the transition to postage metering. All official mail entered into the USPS as of October 1, 1988 must bear the proper postage, i.e., metered tape, meter imprinting, or Penalty Mail Stamps (PMS).

2. As of 1 October 1989, the Marine Corps Official Mail Metering Program (i.e., equipment) was decentralized. Commands who employ the use of metering equipment will assume the responsibility for budgeting and payment of all postal metering equipment, rental and maintenance fees, and contracts.

1001. POSTAGE AND FEES PAID INDICIA ENVELOPES. Remaining stocks of preprinted DoD-317 envelopes will be used until exhausted by applying PMS, metered tape, or meter imprint over the indicia as prepaid postage; or they may be shipped to overseas commands for use intratheater where prepaid postage is not required.

1002. POSTAGE METER LICENSES. Each Marine Corps installation or activity in possession of postage metering equipment must have a license. Those installations/activities not in possession of a license must notify CMC (MHP-50). PS Form 3601-A, Application for a Postage Meter License, will be submitted to the USPS Government Revenue and Examination Branch for approval. A copy of each license will also be provided to the installation's official mail manager/postal officer (OMM/PO) for filing. The license does not have to be renewed and remains in effect until cancelled.

1003. POSTAGE METER SETTING AND PAYMENT. An employee at the serving post office will set postage in the meters to the maximum amount \$9,999.99 unless otherwise advised. If the estimated postage to be expended on any given meter during a quarter is less than \$9,999.99, the meter should not be set for more than the estimated quarterly amount. All meters must be set at least once quarterly. Payment for postage meter settings and resetting is not required at the time postage meters are set. Each time the meter is set, the postal employee will complete PS Form 3603, Receipt for Postage Setting. The original copy will be filed by the installation's OMM/PO. The forms will be retained for the current fiscal year and two complete fiscal years thereafter.

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USPS copies of the form are used in their accounting procedures and will be forwarded to the USPS Government Revenue and Examination Branch, who in turn will bill CMC quarterly for the meter setting. (NOTE: The foregoing applies only to USPS charges.) Commands employing official meters will submit NAVMC 11123 (Rev. 7-85), Postage Expenditure Report (5110) on a quarterly basis to CMC (MHP-50), to include a copy of each PS Form 3063 (Receipt for Postage Setting) and a copy of each Express Mail Label B issued. An information copy will be sent to FMFPac (G-1 (Postal Officer)).

1004. POSTAGE METER SECURITY. The installation's OMM/PO must ensure that the postage meter equipment is not used by unauthorized personnel and that only official mail is processed and metered. Penalty for personal use of official mail is \$300. Postage meters are equipped with locking devices and every precaution will be taken to keep the meters locked during periods of nonuse throughout the work day. Procedures must also be established to ensure that meters are secured at the end of each work day.

1005. PROPERTY ACCOUNTABILITY. Postage metering equipment procured by CMC is accountable on the property records of the installation or activity to which the equipment is issued.

1006. BUSINESS REPLY MAIL. Business reply mail (BRM) is a service used only when a reply on official business is requested from a non U.S. Government activity/individual who is not required by law to reply. Further, the receipt of the reply must be in the best interests of the U.S. Government. Additional guidance and formatting instructions on the use of BRM is contained in the current editions of MCO P5110.4 and MCO P5110.5.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 1

### DEFINITIONS, RESPONSIBILITIES, AND GENERAL INFORMATION

#### SECTION I: RESPONSIBILITIES

1100. AREAS OF RESPONSIBILITY. The following instructions establish areas of responsibility for FMFPac postal and mail handling operations.

1. The Force Postal Officer is responsible for the detailed supervision of the postal section at FMFPac and indirectly responsible for the administrative procedures of subordinate commands' postal operations. The Force Postal Officer is also responsible for the coordination of mail routing for deployed FMFPac units, reviewing the postal operations of subordinate commands' postal and mail handling facilities, and for providing postal assistance visits as needed. The Force Postal Officer is under the cognizance of the Assistant Chief of Staff, G-1, FMFPac.
2. The operations and procedures for organization/unit mail handling facilities are the responsibility of the respective commanders. No changes to the current system will be made without prior approval from higher headquarters.

1101. COMMAND RESPONSIBILITY. Commanders are responsible for the operation of postal and/or mailhandling facilities within their commands per the current editions of DoD 4525.6M (vol I and vol II) and OPNAVINST 5112.6.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 1

### DEFINITIONS, RESPONSIBILITIES, AND GENERAL INFORMATION

#### SECTION 2: ENTITLEMENT TO USE THE MILITARY POSTAL SERVICE

1200. SCOPE AND DEFINITIONS. The MPS includes postal facilities of the Army, Navy, Marine Corps, and Air Force established under the "Postal Agreement between the USPS and DoD". The facilities are maintained and operated to provide complete postal service where the USPS does not operate and in other places as the military situation requires.

1201. ENTITLEMENTS. Detailed information governing the entitlement of agencies and personnel authorized to use the MPS is contained in appendix A, vol I of the DoD 4525.6M.

1202. IDENTIFICATION. When operating outside the United States, Marine Corps postal clerks will require patrons in civilian clothes to show evidence of entitlement to MPS privileges. Normally, a valid Uniformed Services Identification Card or a valid identification card issued by authorized agencies and organizations entitles bearers to MPS privileges.

#### 1203. PROHIBITED USE

1. Marine Corps post offices shall not be used by individuals or agencies for commercial or business purposes or to transmit items intended for resale in the course of conducting a business or enterprise. The prohibition does not extend to news copy, film, recording tape, or similar material transmitted through the postal service by accredited news media representatives.

2. Use of the Marine Corps postal service by indigenous personnel of foreign countries is strictly prohibited. Accordingly, personnel authorized the use of Marine Corps postal facilities will not purchase, or cause to be purchased, any U.S. postage stamps, stamped paper, or U.S. postal money orders for use by indigenous personnel of foreign countries.

3. The Marine Corps postal service is an extension of the USPS. Accordingly, only U.S. mail will be processed and/or handled within Marine Corps post offices.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 1

### DEFINITIONS, RESPONSIBILITIES, AND GENERAL INFORMATION

#### SECTION 3: MAILING ADDRESSES

1300. MAILING ADDRESSES. Incorrect and incomplete addresses are the greatest cause of delay or nonreceipt of military mail. Address problems are usually due to the mailer's lack of familiarity with the existence and use of sources of mail address information.

1. The rapid dispatch and delivery of personal mail is one of the vital ingredients of high morale and peace of mind for military personnel overseas. The primary cause of misrouting/misrouting and delay of personal mail is the use of multiple unit designations in the mailing address. In these instances, mail sorters and routers must search through multiple unit titles and try to determine the unit to which the mail should be forwarded.
2. Correct and complete return addresses on mail are essential as they provide recipients with the correct address to use when replying to correspondence.
3. The problem of improperly addressed mail is aggravated by the use of addressograph plates, mailing labels, and rubber stamps that bear obsolete and outdated addresses. Commanding officers shall ensure that all official addressing devices are periodically reviewed for completeness and accuracy.

#### 1301. ADDRESSING OF PERSONAL MAIL

1. Commanders will establish procedures to ensure that all personnel know their correct mailing address; that samples of mailing addresses are published in unit mail handling orders; that personnel are instructed to use their correct and complete return addresses on outgoing mail; and that persons who address official mail familiarize themselves with the information in this manual and other applicable publications.
2. The structure for mailing addresses contained in appendix A will be utilized for both personal and official mail.
3. The use of social security numbers assists postal personnel in providing mail directory service when necessary. However, the use of social security numbers as a part of the mailing/return address is strictly voluntary (Public Law 93-579, Privacy Act of 1974).

## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

4. Normally, allotment checks for dependents should not be addressed to the military member's unit address but rather to the dependent's residence. Personnel receiving allotment checks for their dependents at their military address should be advised of the possible hardship imposed on the families if that unit is involved in any type of prolonged deployment or movement.



# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 1

### DEFINITIONS, RESPONSIBILITIES, AND GENERAL INFORMATION

#### SECTION 4: OFFICIAL MAIL

1400. OFFICIAL MAIL. Effective 1 October 1988, the Marine Corps is fully accountable for all penalty indicia mail entered into the USPS. All official mail indicia envelopes that require mailing will be metered or have PMS applied to reflect the correct amount of postage. Existing supplies of "Postage and Fees Paid" indicia will be handled as outlined in paragraph 1001 of this manual.

1401. COST AVOIDANCE FOR OFFICIAL MAIL. Commanders are responsible for applying controls on official mailings to reduce high postage costs. It is imperative that personnel responsible for official mailing understand that official mail service is not free and that conservative procedures must be established and maintained per instructions contained in DoD 4525.8M, the current editions of MCO P5110.4, and this manual.

#### 1402. SPECIAL MAIL SERVICE

1. Special mail services are services added to regular mail that provide for expeditious delivery, proof of mailing, and payment in case of loss or damage. The use of special mail services is limited to instances required by law, DoD instructions, Marine Corps directives, and those instructions contained in DoD 4525.8M and the current edition of MCO P5110.4.

2. Commands desiring to use special mail services for requirements not contained in the references cited within this manual will forward a request to CMC (MHP-50) for approval.

1403. PERSONAL USE. The use of official mail envelopes or labels for personal use is strictly prohibited.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 2

### TYPES OF MAIL/TRANSPORTATION

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# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 2

### TYPES OF MAIL/TRANSPORTATION

2000. GENERAL. Mail originating in the United States and addressed to military addresses, including overseas Fleet Post Office (FPO) and Army/Air Force Post Office (APO) addresses, is processed and dispatched by USPS personnel. The mail enters military postal facilities and is handled by military postal personnel only after reaching overseas military mail distribution facilities. Use of official mailing labels and envelopes does not automatically provide a specific class of mail service. The Marine Corps is now fully accountable for all official mail entering the USPS. It is incumbent on personnel preparing mail to select the most economical class of mail that will provide the service required.

#### 2001. TYPES OF MAIL AND TRANSPORTATION PROVIDED

1. First Class and Priority Mail. This type of mail is applicable to both official and personal mailings. First Class and Priority mail are the same except for the weight difference; up to 11 ounces - first class; excess of 11 ounces - priority mail. First Class/Priority mail is routed by the most expeditious mode of transportation over the entire route. It is chargeable to the Marine Corps at the highest postage rates. However, except for priority shipments of Joint Uniform Military Pay System (JUMPS), Not Operationally Ready Supply (NORS), Anticipated Not Operationally Ready Supply (ANORS), and material critical to aviation or maritime safety, official mail is not authorized priority mail service unless specifically authorized by CMC (MHP-50).
2. Military Ordinary Mail (MOM). Normally, this type of mail consists of parcels having a desired intermediate delivery date. It is routed within CONUS by surface transportation and is routed by air on a space required basis from/to CONUS. MOM is chargeable at approximately one-half the cost of First Class/Priority mail. MOM is applicable to official mail only.
3. Parcel Airlift (PAL). This category of mail provides for space available air transportation for personal parcels (not exceeding size and weight limits as reflected in the Domestic Mail Manual (DMM)) over the entire route to travel to, from, and between military post offices outside the 48 contiguous states. Postage rates are chargeable at the surface rate plus a surcharge. These parcels must be marked PAL by the accepting clerk.

4. Space Available Mail (SAM). This category of mail provides for space available air transportation for personal parcels (not exceeding size and weight limits as reflected in the DMM) to, from, and between military post offices outside the 48 contiguous states. Surface transportation is provided within CONUS. Postage rates are chargeable at the applicable surface rate. These parcels must be marked SAM by the accepting clerk.

5. Surface Mail. Normally, surface mail is provided surface transportation over the entire route of travel. It consists of parcels for which the delivery date is of little concern. Surface mail is applicable for both official and personal mailings and is chargeable at the lowest possible rate.

6. Endorsements of Official Mail. Except for letters and flats weighing 11 ounces or less, an article bearing no endorsements will be treated as surface mail over the entire route to its destination.

7. Special Mail Services. Special mail services are services added to regular mail for an additional fee. These services provide for expeditious delivery, proof of mailing, and payment in case of loss and/or damage. Articles marked with a specific special service endorsement will be given preferential handling transportation per the endorsement. These services are listed in DoD 4525.8M and the current edition of MCO P5110.4.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 2

### TYPES OF MAIL/TRANSPORTATION

#### SECTION 1: MAIL ROUTING - DEPLOYED UNITS

##### 2100. MAIL ROUTING

1. The routing and dispatch of Marine Corps mail outside of CONUS is accomplished by the issuance of instructions from mail routing authorities based on information concerning the movement of Marine Corps units.

2. Mail for units outside of CONUS and Hawaii is addressed to an FPO address. The significance of the FPO address is that it provides a control point to which civilian post offices throughout the United States may forward mail for military units without a geographic address. The control points that physically handle mail are known as Postal Concentration Centers and are located in San Francisco, Seattle, Miami, and New York. When mail addressed to a Marine Corps mobile unit reaches one of these centers, the appropriate mail routing authority will issue instructions for onward routing to an MPO outside CONUS which can effect timely delivery.

2101. RESPONSIBILITIES. Each ship and mobile unit will submit mail routing messages as required by vol I, DoD 4525.8M, to the applicable Joint Military Postal Activity (JMPA). The JMPAs are responsible for providing information to USPS to effect timely routing to mobile units.

1. The CG FMFPac will monitor the movement and routing of mail in the FMFPac area of responsibility. All mail routing instructions submitted by mobile units shall include CG FMFPac as an information addressee. Mail routing request examples are contained at appendix B.

2. Mail routing instructions for FMFPac mobile units are prepared by the cognizant postal officer, i.e., MCB Camp Butler, MCAS Iwakuni, etc., and submitted to the JMPA for inclusion in the JMPA's daily numbered mail changes. Assignments and deletions of units from the JMPA mail routing file are accomplished by the cognizant postal officer.

3. Each major command's postal officer within FMFPac is responsible for maintaining a mail routing file listing of all Marine Corps units assigned to their area of operation. Cognizant postal officers shall establish procedures to ensure that deploying forces are made aware of the following minimum information:

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- a. Proper mailing address to include applicable ZIP + 4 assignment per current edition of MCO P5110.5.
- b. Character of mail and finance service available in the deployed area.
- c. Applicable customs regulations procedures and required documents for parcels mailed with the "Free Entry under Public Law 89-436" stamped on the customs declaration.
- d. Requirements for "Bona Fide Gifts Mailing Criteria".

2102. TITLE ENTRIES IN THE JMPA MAIL ROUTING FILE. The following titles of Marine Corps units are maintained in the JMPA mail routing file for deployed units:

1. Corps titles
2. Force titles
3. Division/wing titles
4. MEB/MEU titles
5. Regiment/group titles
6. Battalion/squadron titles
7. Company/battery titles
8. Designated detachments/deployments

2103. MAIL ROUTING REQUEST

1. All requests for mail routing instructions (MRI) will be submitted as indicated below. Such requests are separate from normal movement reports and must include the title for the major organizational unit and all subordinate units for which mail routing is requested.

a. Prior to submission of initial mail routing requests, MEBs, MEUs, MAGs, BLTs, squadrons and other units shall contact the command postal officer for their correct mailing address. Contact should be made as soon as possible, but not later than 45 days prior to deployment.

b. The initial mail routing request will be submitted to the command's postal officer by the commander of the MEB, MEU, MAG and commanding officers of units involved in the UDP. The command's postal officer is responsible for submitting mail requests to the commander of JMPA at least 30 days prior to the deployment of a unit.

c. Once initial entry of deployed units is added into the routing file, mail routing for deployed units aboard ship will be per respective ship mail routings. Therefore, mail routing requests need only be submitted when units debark from ships for extended periods of time.

d. Required mail routing requests after deployment are made to the commander of JMPA per paragraph 2103.1b above.

e. All MRIs will be identified by entering a sequential number (i.e., 1-89) in the subject line starting on 1 January each year as indicated by the examples in appendix B.

f. The JMPA Mail Routing File will be referenced in those instances when a unit is being entered into the file, i.e., the initial message. Subsequent MRIs concerning a specific unit refer to the previous MRI identified by the sequential number.

2. Mail routing must be projected in advance of actual movement of units concerned in order that mail may be prepositioned at various postal activities. Mail routing requests and changes must, therefore, be received in sufficient time to preclude mail continuing to old delivery points. Originators should take into consideration the following approximate time required for FPO San Francisco to prevent classes of mail from continuing to the old delivery points.

a. Airworthy Mail. Priority, First Class, PAL, SAM, and MOM - four to five working days.

b. Surface Mail. Second, Third, and Fourth class/parcel post - four to five weeks.

3. When submitting requests for mail routing, the following information must be provided to the command's postal officer not later than 45 days prior to movement of the first deployment echelon:

a. Effective date (indicate inclusive dates for temporary changes made after initial routing request).

b. Organizational title(s).

c. Mail delivery point/ZIP code.

d. Classes to be routed (information for this paragraph required only when a specific class/type of mail is not desired at a delivery point).

e. Deletion date (applies only to UDP/deployed units returning to CONUS).

4. Routing information will be hand-carried to the command's postal officer when the operational movement is classified.

5. FMFPac (G-1 (Postal)) will be notified of all activations, disbandments, redesignations, and assignments of all units to contingency operations that will affect mail routing.

6. Limitations of Mail Service. Due to the difficulty associated with mail routing to isolated areas such as the Indian Ocean or to Africa, personnel and dependents should be informed of mail transit times. The main causes of longer transit times to certain areas are the requirement to route mail to mobile units vice those permanently located; the use of foreign mail systems to reroute mail to less frequented ports; no permanently located Marine Corps postal facility; and the continued use of incorrect mailing addresses by the sender. Approximate transit times for mail routed from FPO San Francisco to frequently visited ports are listed in paragraph 2103.2 above. These times are in addition to transit times required to reroute mail when it arrives at delivery points after the departure of a unit.

#### 2104. WESTPAC ROTATION UNITS

1. Mail routing for units rotating to and from WESTPAC areas will be handled by the submission of a mail routing request.

2. When a unit embarks aboard a ship, mail will be routed per the ship's movement.

3. The applicable ZIP + four assignment will be made per the current edition of MCO P5110.5.

4. Include deletion date from WESTPAC units per paragraph 2103.3e.



# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 2

### TYPES OF MAIL/TRANSPORTATION

#### SECTION 2: MAIL CLERKS/ORDERLIES/MAILROOMS

2200. MAIL CLERKS/ORDERLIES. Mail clerks/orderlies will be appointed by unit commanders and will be guided in their duties per the regulations provided in vol II, DoD 4525.6M, the current edition of MCO P5110.6, this manual, and the respective unit's SOP.

2201. MAILROOMS. Mailrooms may be established as deemed necessary by the commanding officer. Applicable regulations concerning the establishment and operation of the mailroom are provided in vol II, DoD 4525.6M and the current edition of MCO P5110.6.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 2

### TYPES OF MAIL/TRANSPORTATION

#### SECTION 3: MISCELLANEOUS

2300. MAIL DIRECTORY SERVICE. Mail directory service/postal directories are maintained in order to provide proper disposition of U.S. mail which is undeliverable as addressed. Postal directories shall not be used as a base locator service.

1. The mail directory file will be maintained per instructions provided in vol II, DoD 4525.6M and the current edition of MCO P5110.6.
2. Commanders will require all personnel reporting to or being detached from the activity to report to their serving mailroom/post office to furnish required information for the directory records and completion of required change of address cards.

#### 2301. NONMAILABLE MATTER

1. Nonmailable matter includes all matter which is by law, regulation or treaty stipulation prohibited from being sent in the mail. ~~A partial listing is provided in the current edition of MCO P5110.4.~~ Complete information may be obtained from any post office.
2. Severe penalties such as fines or imprisonment (or both) are provided for persons who knowingly mail or cause to be mailed any matter which has been declared nonmailable by law. It is the responsibility of the mailer to refrain from depositing nonmailable matter in the mail.
3. Some items that have been declared nonmailable may be mailable under special mailing rules. Inquiries should be made to the postmaster/postal officer prior to depositing questionable matter in the mail.

2302. MONEY ORDER SERVICE. Money orders will be handled per chapter 7, volume I, DoD 4525.6M.

2303. INTRATHEATER DELIVERY SERVICE (IDS) (NOT APPLICABLE TO CONUS). IDS material will be handled per chapter 4, volume II, DoD 4525.6M. Undeliverable IDS material will be managed per subparagraphs 1 through 6 below.

1. The postal officers of MCB Camp Butler and MCAS Iwakuni will each establish a Dead Letter Office (DLO) to process undeliverable IDS material addressed to personnel assigned to units that are unique to that location.
2. Letters and parcels identified as IDS material containing items of no obvious value (i.e., items containing written correspondence, magazines, etc.), will be destroyed when it has been determined that the individual has been transferred out of the theater of operations and the IDS material would have to transit through USPS channels.
3. For letters and parcels identified as IDS material containing items of obvious value (i.e., currency, merchandise, government property or other usable items), an attempt to contact the individual via U.S. Mail will be made. The individuals will be informed that if they desire to receive the item(s), the amount of postage required to forward the item(s) (SAM/Parcel Post or Priority rates to include insurance fees) must be forwarded by money order to the postal officer.
4. If a reply has not been received within 45 days of initial notification, the items will be disposed of per the procedures contained in the DMM, to activities in the following order:
  - a. Family service organizations
  - b. Other charitable organizations
  - c. Property disposal
5. A log for accountability will be established by the postal officer for each DLO and will include but not be limited to the following items:
  - a. Date item received
  - b. To (addressee)
  - c. From (return address)
  - d. Description of item (letter, parcel, etc.)
  - e. Description of contents
  - f. Disposition
6. IDS items which are of obvious value will not be sent to the USPS DLO. These items are not part of the U.S. Mail.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 3

### INSPECTIONS, REPORTS, AND OFFENSES AGAINST THE MAILS

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# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## CHAPTER 3

### INSPECTIONS, REPORTS, AND OFFENSES AGAINST THE MAILS

3000. INSPECTIONS. Inspections of CG FMFPac MPO's mailhandling facilities and organizational mailrooms will be conducted per instructions provided in chapter 12, vol I, and chapter 3, vol II of DoD 4525.6M.

1. Upon completion of such inspections, a report will be sent to commanding generals/officers (Inspectors Office) of the command being inspected and the postal officer of the command.
2. These reports will include, but will not be limited to the following:
  - a. The operation of organizational mailrooms and mail clerks.
  - b. The adequacy of incoming and outgoing mail schedules.
  - c. The degree of compliance with postal regulations.
  - d. Constructive recommendations to improve any deficiencies or unsatisfactory conditions noted.
3. Commands will conduct required inspections of unit post offices and unit/organizational mailrooms as previously established and as required by DoD directives and the U.S. postal regulation.
4. Commands will send the Postal Activity Reporting System Report (PARS) to CG FMFPac on a quarterly basis to be consolidated and submitted to MPSA. FMFPac RS ZW5110-01 is assigned to this report.

### 3001. POSTAL LOSSES AND OFFENSES

1. A report is required upon discovery of significant shortages of postal funds, embezzlement or rifling of mail, lost or missing blank money orders, depredations, intentional delay, lost or damaged mail, or damaged postal effects due to fire, flooding or other causes. Specific information required to be submitted in this report is provided in chapter 14, volume I of DoD 4525.6M.
2. An immediate message report stating the essential facts of losses or offenses will be made by the command concerned to the Executive Director, MPSA, with an information copy to CMC (MHP-50)

3002      **STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS**

and CG FMFPac (G-1(Postal)). FMFPac RS ZW5114-01 is assigned to this report.

3002.    **INVIOABILITIES OF THE MAILS**

1. The following extract from the Manual for Courts Martial, U.S. 1984, emphasizes the severity of punishment that may be imposed for offenses against the mails:

Article 1345. Offenses: Wrongfully opening, taking, secreting, destroying, stealing, or obstructing mail matter while in the custody of any other agency, or, not yet delivered or received. Depositing, or causing to be deposited, obscene or indecent matter in the mail.

Punishments: Dishonorable discharge, forfeiture of all pay and allowances, and confinement at hard labor not to exceed five years.

2. The secrecy of the mails is inviolable. Tampering with or depredation against the mails are offenses against the United States and punishable under the laws thereof. Mail is considered to be in custody of the USPS from the time it is deposited in an authorized post office, depository, an MPO, or collected by a designated military postal clerk, until it is delivered to the addressee in person or to a representative authorized in writing.

3003.    **EMERGENCY DISPOSITION OR DESTRUCTION OF MAIL AND POSTAL EFFECTS.** Activities operating Marine Corps post offices will provide for the disposition of mail and postal effects in emergencies involving danger of capture per instructions provided in vol I of DoD 4525.6M.

1. Whenever possible, the destruction of postal effects per paragraph 3003 above will be witnessed by two officers. If none are available, two enlisted members or two other available personnel should be used as witnesses.

2. When practical, an audit will be performed on all accounts prior to destruction and a DD Form 2259, Report of Audit of Postal Accounts, completed. A listing of the items in vol I of DoD 4525.6M will be included/attached to DD Form 2259. Distribution will be per the current edition of OPNAVINST 5112.6. In the event an audit cannot be conducted and the DD Form 2259 cannot be completed, instructions provided in the current edition of OPNAVINST 5112.6 will be followed.

a. Registered, insured, and certified mail should be recorded by number, originator, addressee, and description of contents of other than personal letter material.

b. Destroyed money order forms will be recorded by inclusive money order serial number.

c. Stamps, checks, currency, and coins shall be listed per destruction schedules contained in the current edition of the NAVCOMPT Manual, paragraph 042553.

d. The serial number(s) of money order imprinter(s) shall be listed.

e. Other postal equipment shall be listed by description and quantity destroyed.

#### 3004. CUSTOMS PROCEDURES

1. The United States has customs jurisdiction within the 50 states, the District of Columbia, and Puerto Rico.

2. All mail originating outside the customs territory of the United States which contains printed matter and merchandise, including merchandise of United States origin, is subject to customs examination. Exempt are those articles known or believed to contain only official documents addressed to officials of the United States Government.

3. Postal clerks are not authorized to advise patrons as to the dutiable character of an item. Patrons should be told that information may be obtained from the Treasury Department, Bureau of Customs, 1675 7th Street, Oakland, CA 94615.

4. Compliance with customs laws is the responsibility of the individual mailer. Postal personnel shall assist mailers to the extent of ensuring that appropriate mailing endorsements are placed on the parcel for those personnel requesting "Free Entry Claimed Under Public Law 89-436"; movement orders showing the name of the mailer must be attached for claimant of this provision.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

## APPENDIX A

### OFFICIAL AND PERSONAL MAILING ADDRESS STRUCTURE

- 1st Line . . . . . Identifies the addressee by title for official mail (CG, CO, OIC, Director, etc.) or Grade, Full Name (SSN optional) for personal mail.
- 2nd Line . . . . . Identifies a unit (A Co 1st Bn 9th Mar, MACS 7, A Co 9th Mt Bn, etc.), also the work section can be added but is optional (S-1 (Maint)), (Supply) etc. 2nd line is optional or may be used as an attention line when addressing mail to a headquarters element (CG III MEF, CG 3rd MarDiv, Co 1st MarRegt, CO VMFA 122, etc.).
- 3rd Line . . . . . Identifies a headquarters element. 3rd line is optional when addressing mail to a unit on 2nd line.
- 4th Line . . . . . Identifies a unit code (See Note 1) or a Postal Service Center (PSC) and box number (See Note 2). This information is used by USPS automated equipment to process your mail and is **mandatory**. It is very important that the unit code or PSC and box number be correct to prevent delay of your mail. **CONTACT YOUR LOCAL POST OFFICE FOR CORRECT UNIT CODES OR PSC AND BOX NUMBERS.**
- 5th Line . . . . . Identifies the APO/FPO (AP,AE,AA), and nine digit zip code (See Note 1). **CONTACT YOUR LOCAL POST OFFICE FOR THE CORRECT NINE DIGIT ZIP CODE.**

**NOTE 1.** The military address structure was standardized, effective 15 July 1991, to conform to USPS address standards for sortation of mail by automated equipment. No punctuation will be used in the address except for the hyphen in the nine digit zip code. All overseas installations, mobile units and personnel were assigned a unit code, a unit code and box number, or a PSC and box number to



## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

serve as a street address. APO and FPO became the "city". One of the four newly created "state" abbreviations will be used as the state, (1) AA for Armed Forces in Central and South America; (2) AE for Armed Forces in Canada, Europe, Middle East, and Africa; (3) AP for Armed Forces in Alaska and Pacific area; (4) AC for Armed Forces involved in contingency operations; and the nine digit zip code which is an integral part of the address and must be correct and complete. Along with the standardization, installation zip codes were realigned; by the first three digits, by geographical area (340 C. and S. America and Canada, 090-092 Germany, 093 Contingency, 094 U.K., 096 Italy and Spain, 097 other European areas, 098 Middle East and Africa, 962 Korea, 963 Japan, 964 Philippines and 965 other Pacific areas). 095 and 966 are designated for Navy ships and Marine mobile units. Although these ships and mobile units have AA, AE, AP, or AC as part of their address, those geographical areas listed above do not apply. San Francisco, Seattle, New York or Miami will not be used as part of any overseas or mobile address. Mail received after 15 July 1992 containing these cities as part of the address will be returned to the sender as undeliverable.

**NOTE 2.** If a PSC address is used, the second and third line of the address structure will not be used.

### EXAMPLES OF MAILING ADDRESSES

Aviation Unit:	COMMANDING OFFICER (Grade, Full Name (SSN opt)) VMFA 235 (Avionics) 1ST MEB (opt) UNIT 44457 FPO AP 96607-4457
Detachments:	OFFICER IN CHARGE (Grade, Full Name (SSN opt)) 3D DEN CO DET S (Admin) UNIT 38452 BOX 260 FPO AP 96604 0260
Headquarters Element:	COMMANDING GENERAL (Grade, Full name, SSN opt)) ATTN G-1 ADMIN (opt) III MEF UNIT 35601 FPO AP 96606-5601
Artillery Batteries:	COMMANDING OFFICER (Grade, Full Name SSN (opt)) E BTRY 2D BN 12TH MAR 1ST MAR DIV (opt) UNIT 39607 FPO AP 96606-9807



# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
						UNCLASSIFIED			
PAGE	DTG/RELEASE TIME		PRECEDENCE		CLASS	MSG CAT	LINE	CHK	ORIGINATING AGENCY
	DATE	TIME	MO	DA	HR	ACT	INFO		
02	02								
MESSAGE HANDLING INSTRUCTIONS									
<p>WPNS C0 3D BN 7TH MAR (96602-1239)</p> <p>C0 I 3D BN 7TH MAR (96602-1236)</p> <p>C0 K 3D BN 7TH MAR (96602-1237)</p> <p>C0 L 3D BN 7TH MAR (96602-1238)//</p>									
DISTR									
REMARKS (MAXIMUM 100 CHARACTERS)					SPECIAL INSTRUCTIONS				
UNIT NAME (UNIT OFFICE SYMBOL AND ADDRESS)									
SECURITY CLASSIFICATION					DATE FOR GADUP				

Sample Message: Unit from U.S. to WESTPAC Deployment--  
Continued.

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

JOINT MESSAGEFORM				SECURITY CLASSIFICATION															
				UNCLASSIFIED															
PAGE	DATE RELEASED TIME	PRECEDENCE	CLASS	SPRINT	UNF	DC	ORIGINATOR IDENT												
DATE	TIME	MONTH	PR	ACT	INFO														
01	02																		
MESSAGE HANDLING INSTRUCTIONS																			
<p>FROM CG MCB CAMP BUTLER JA//POSTAL//</p> <p>TO: CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA</p> <p>INFO (SEE NOTE 1)</p> <p>CINCPACFLT PEARL HARBOR HI//4142//</p> <p>CG FMFPAC//G-1/POSTAL//</p> <p>FMC PEARL HARBOR HI</p> <p>FMC YOKOHAMA JA</p> <p>FMC SUBIC BAY RP</p> <p>CH JNPA PAC FIELD OFC SEATTLE WA</p> <p>CLASSIFICATION //NO5110// (SEE NOTE 2)</p> <p>SUBJ: MAIL ROUTING INSTRUCTION 20-89</p> <p>MSGID/GENADMIN/POSTAL//</p> <p>REF/A/RMG/ORIGINATOR/DATE//</p> <p>AMPN/REF A IS ORIGINATORS LAST MRI OF UNIT//</p> <p>RMKS/1- CANCEL THE REF AND ROUTE ALL MAIL PER INSTRUCTIONS LISTED</p> <p>BELOW: (SEE NOTE 3)</p> <p>(SEE NOTE 4)</p> <table border="1"> <thead> <tr> <th>UNIT</th> <th>EDA</th> <th>EDB</th> <th>LOC</th> </tr> </thead> <tbody> <tr> <td>CO K 3D BN 7TH MAR</td> <td>PRESENT</td> <td>15JUN</td> <td>98273 HANSEN</td> </tr> <tr> <td></td> <td>16JUN</td> <td>31JUL</td> <td>96685 DIEGO GARCIA</td> </tr> </tbody> </table>								UNIT	EDA	EDB	LOC	CO K 3D BN 7TH MAR	PRESENT	15JUN	98273 HANSEN		16JUN	31JUL	96685 DIEGO GARCIA
UNIT	EDA	EDB	LOC																
CO K 3D BN 7TH MAR	PRESENT	15JUN	98273 HANSEN																
	16JUN	31JUL	96685 DIEGO GARCIA																
SPECIAL INSTRUCTIONS																			
SECURITY CLASSIFICATION																			
DATE TIME CHANGED																			

Sample Message: Inter/Intra Theater Mail Routing

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

JOINT MESSAGEFORM				UNCLASSIFIED			
DATE	TIME	FROM	TO	PRIORITY	CLASS	SPECAT	UNIT
02	02						
MESSAGE BODY INFORMATION							
FROM:				1AUG	5SEP	98760	FUJI
TO:				6SEP	31OCT	98773	HANSEN
				1NOV	1JAN	92055	CAMPEN
				2JAN	DELETE		
SURFACE MAIL (SEE NOTE 5)				EDA	EDD	LOC	
				PRESENT	31OCT	98773	HANSEN
				1NOV	1JAN	92055	CAMPEN
				2JAN	DELETE		
UNIT				EDA	EDD	LOC	
3D BN 7TH MAR				PRESENT	27JUN	98773	HANSEN
HQSVC CO 3D BN 7TH MAR				28JUN	5SEP	98760	FUJI
MPNS CO 3D BN 7TH MAR				6SEP	31OCT	98773	HANSEN
CO I 3D BN 7TH MAR				1OCT	1JAN	92055	CAMPEN
CO L 3D BN 7TH MAR				2JAN	DELETE		
SURFACE MAIL (SEE NOTE 5)				EDA	EDD	LOC	
				PRESENT	31OCT	98773	HANSEN
				1NOV	1JAN	92055	CAMPEN
				2JAN	DELETE//		

Sample Message: Inter/Intra Theater Mail Routing--  
Continued

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

JOINT MESSAGEFORM										SECURITY CLASSIFICATION													
										UNCLASSIFIED													
PRIO	DATE	TIME	MONTH	YEAR	ACT	INFO	CLASS	SPECAT	AMP	DC	ORIG-MSG FORM												
01	03																						
MESSAGE HANDLING INSTRUCTIONS																							
<p>FROM: CG FIRST FSSG//G-1/POSTAL//</p> <p>TO: CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA</p> <p>INFO (SEE NOTE 1)</p> <p>CINCPACFLT PEARL HARBOR HI//4142//</p> <p>CG FMFPAC//G-1/POSTAL//</p> <p>FMC PEARL HARBOR HI</p> <p>FMC YOKOHAMA JA</p> <p>FMC SUBIC BAY RP</p> <p>CH JMPA PAC FIELD OFC SEATTLE WA</p> <p>CLASSIFICATION //ND5110// (SEE NOTE 2)</p> <p>SUBJ: MAIL ROUTING INSTRUCTION 25-89</p> <p>MSGID/GENADMIN/POSTAL//</p> <p>REF/A/DOC/JMPA PAC/UNDATED//</p> <p>AMPN/REF A IS A MAIL ROUTING FILE LISTING MARINE UNIT LOCATIONS//</p> <p>RMKS/1. ADD THE BELOW LISTED UNITS TO THE REF. ROUTE ALL MAIL AS INDICATED. (SEE NOTE 3)</p> <table border="1"> <thead> <tr> <th>UNIT AND ZIP</th> <th>EDA</th> <th>EDD</th> <th>LOC</th> </tr> </thead> <tbody> <tr> <td>13TH MEU (96694-8413)</td> <td>PRESENT</td> <td>10MAY89</td> <td>92055 CAMPEN</td> </tr> <tr> <td></td> <td>11MAY</td> <td>UFN</td> <td>USS BELLEAU WOOD</td> </tr> </tbody> </table>												UNIT AND ZIP	EDA	EDD	LOC	13TH MEU (96694-8413)	PRESENT	10MAY89	92055 CAMPEN		11MAY	UFN	USS BELLEAU WOOD
UNIT AND ZIP	EDA	EDD	LOC																				
13TH MEU (96694-8413)	PRESENT	10MAY89	92055 CAMPEN																				
	11MAY	UFN	USS BELLEAU WOOD																				
<p>1. THE FOLLOWING UNITS ARE TO BE ADDED TO THE REF. FILE:</p> <p>2. THE FOLLOWING UNITS ARE TO BE REMOVED FROM THE REF. FILE:</p> <p>3. THE FOLLOWING UNITS ARE TO BE ADDED TO THE REF. FILE:</p>																							
<p>4. THE FOLLOWING UNITS ARE TO BE REMOVED FROM THE REF. FILE:</p> <p>5. THE FOLLOWING UNITS ARE TO BE ADDED TO THE REF. FILE:</p>																							
<p>6. THE FOLLOWING UNITS ARE TO BE REMOVED FROM THE REF. FILE:</p> <p>7. THE FOLLOWING UNITS ARE TO BE ADDED TO THE REF. FILE:</p>																							

sample Message: Units Embarked Aboard Ships Mail

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

JOINT MESSAGEFORM										SECURITY CLASSIFICATION
PAGE	DATE RELEASED		PRECEDENCE	CLASS	SPECAT	UWF	OC	ORIGINATOR		
	DATE	TIME	CLASS	CLASS	SPECAT	UWF	OC	ORIGINATOR	ORIGINATOR	
02	03									
MESSAGE HANDLING INSTRUCTIONS										
UNIT AND ZIP										
13TH MEU, DET K (96694-8536)										
PRESENT 10MAY89 92055 CAMPEN										
11MAY UFN USS GERMANTOWN										
UNIT AND ZIP										
13TH MEU, DET L (96694-85737)										
PRESENT 10MAY89 92055 CAMPEN										
11MAY UFN USS DULUTH										
UNIT AND ZIP										
13TH MEU, DET M (96694-8538)										
PRESENT 10MAY89 92055 CAMPEN										
11MAY UFN USS FREDERICK										
2. THE BELOW LISTED UNITS WILL BE EMBARKED WITH 13TH MEU AND DETS LISTED IN PAR 1.										
13TH MEU										
HQSVC CO 3D BN 1ST MAR										
MSSG 33										
HMM 161										
CO K 3D BN 1ST MAR										
WPNS CO 3D BN 1ST MAR										
13TH MEU, DET K										
BRTY G 3D BN 11TH MAR										
MSSG 33										
DISTR										
SPECIAL INSTRUCTIONS										
SECURITY CLASSIFICATION										
DATE FILE GROUP										

Sample Message: Units Embarked Aboard Ships Mail--  
Continued

# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

JOINT MESSAGEFORM						SECURITY CLASSIFICATION	
PAGE	DATE RECEIVED TIME		OFFICE		CLASS	OFFICER	DATE
DELIVERY	MONTH	DAY	ACT	INFO			
03	03						
MESSAGE HANDLING INSTRUCTIONS							
<p>LAAD TEAM/DET</p> <p>13TH REG. DET. M</p> <p>CO L 3D BN 1ST MAR</p> <p>CO B 3D ASSLT AMPH BN</p> <p>MSSG 13//</p>							
<p>COPIES</p>							
DATE RECEIVED NAME, TITLE, AND ADDRESS						SPECIAL INSTRUCTIONS	
<p>NAME, TITLE, AND ADDRESS</p>							
<p>DATE RECEIVED</p>						<p>SECURITY CLASSIFICATION</p>	
<p>DATE RECEIVED</p>						<p>DATE RECEIVED</p>	

Sample Message: Unit from WESTPAC Deployment to U.S.



# STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

JOINT MESSAGEFORM		UNCLASSIFIED	
TO	FROM	CLASS	SMO
01 01			
FROM: CG CAMP BUTLER JA//POSTAL//			
TO: CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA			
INFO (SEE NOTE 1)			
CINCPACFLT PEARL AHRBOR HI//4142//			
CG FMFPAC//G-1/POSTAL//			
FMC PEARL HARBOR HI			
FMC YOKOHAMA JA			
FMC SUBIC BAY RP			
CH JMPA PAC FIELD OFC SEATTLE WA			
CLASSIFICATION //NO5110// (SEE NOTE 2)			
SUBJ: MAIL ROUTING INSTRUCTION 20-89			
MSGID/GENADMIN/POSTAL//			
REF/A/RMG/ORIGINATOR/DATE//			
AMPN/REF A IS ORIGINATORS LAST MRI OF UNIT//			
RMKS/1. DELETE THE REF AND ROUTE ALL MAIL ACCORDINGLY: (SEE NOTE 3)			
(SEE NOTE 4)			
UNIT	EDA	EDD	LOC
HMM-265	PRESENT	10SEP89	98772 FUTENMA
	11SEP89	11NOV89	96863 KANEOME
	12NOV89		DELETE//

Sample Message: Unit from WESTPAC Deployment to U.S.--  
Continued.

## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

### EXPLANATION OF MAIL ROUTING EXAMPLES

- NOTE 1. Ensure unit, parent command, and MACOM for which the MRI is submitted are included as info adees. Indicate the applicable major command providing postal support at the unit's point of destination (e.g., MCB Camp Butler, 2d FSSG, MCAS Iwakuni, etc.). ADDRESSES LISTED IN THE EXAMPLES WILL BE INCLUDED ON ALL MRIs.
- NOTE 2. Classification is the responsibility of the originator when initiating an MRI. Information contained in chap. 10, vol. I, DoD 4525.8M is provided for additional consideration when selecting the appropriate classification.
- NOTE 3. "All Mail" directs delivery of all classes of mail to each location identified and should be used when the unit will be at a set location for at least 45 days, or when Marines will be embarked aboard ship for a prolonged period of time. Consideration should be given for ensuring that storage space by the addressee is available (e.g., unit in the field). If location stay is less than 45 days, transit time of Parcel Post (Surface) Mail will not allow for delivery during this time frame. The originator must identify the types of mail to be routed and will use the term "All Mail (Less Surface)" in this instruction. Subsequent separate routing instructions for surface mail must be given.
- NOTE 4. a. Unit: List the unit(s) for which routing is requested.
- b. ZIP assigned: Indicate the ZIP + four. This is assigned by the cognizant command's postal officer to the unit for mail address purposes (e.g., FPO 96602-8644, 96694-8411, 96604-9235, etc.). ZIP assignments are only requested for routing and assignment to the JMPA Mail Routing File.
- c. EDA. (Estimated Date of Arrival)
- (1) Under EDA, begin routing with the word "Present". This explains where the unit is currently receiving mail. Then list in chronological sequence the EDA for each future destination.

## STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS

- (2) If unit movement is IMMEDIATE, the first entry is still "Present" with the applicable date of movement placed in the EDD column.

d. EDD: (Estimated Date of Departure)

- (1) List the scheduled date of the unit's departure from each location. Identify location of mail delivery by installation ZIP Code and name of station, camp, or ship, when applicable.
- (2) If mail is to be received on a continuous basis or an EDD is unknown, indicate UFN (Until Further Notice) under the EDD.

e. LOC: (Location)

- (1) The ZIP Code where mail is to be routed, and the camp, base, station, or ship where the unit will be physically located will be entered.

NOTE 5: Surface Mail. When paragraph 1 of the mail routing request indicates "All Mail (Less Surface)", instructions must be given to route surface mail separately. These instructions will normally direct a continuation of mail delivery (surface mail) to the installation used as a home base during the TAD/Deployment period (e.g., MCB Camp Butler, MCAS Iwakuni, etc.).